GOVERNMENT OF THE DISTRICT OF COLUMBIA
Mental Retardation and Developmental Disabilities Administration

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Administration or Office: Mental Retardation and Developmental Disabilities Administration	Policy Number: MRDDA 14.7
Responsible Program or Office: Deputy Administrator for Administration	Number of Pages: Three (3)
Date of Approval by the Director:	Number of Attachments:
Effective Date:	Expiration Date, if Any:
Supercedes Policy Dated:	
Cross References and Related Policies:	
Subject: **Consumer Cash and Health Insurance Benefits Policy**	

1. **PURPOSE**

   The purpose of this policy is to establish standards and procedures that govern the way in which Mental Retardation and Developmental Disabilities Administration (MRDDA) will ensure that all individuals eligible to receive service as part of the MRDDA service delivery system receive those benefits for which they are entitled.

2. **APPLICABILITY**

   This policy applies to all MRDDA employees, contractors, volunteers and providers/vendors who provide services and supports to persons with mental retardation and developmental disabilities through funding, contract or provider/vendor agreement.

3. **AUTHORITY**

   The authority and functions of DHS as set forth in sections III (U) and III (V) of Reorganization Plan No. 3 of 1986, effective January 3, 1987; D.C. Code §7-1301 et. seq.; Evans v. the District of Columbia, June 14, 1978; and Evans v. Williams, 35 F. Supp. 2d 88, 97 [D.D.C, February 10, 1999. D.C. Official Code 2-137: 2001 Plan for Compliance and Conclusion of Evans v. Williams; D.C. Official Code, Title 6, PL. 93-112, Human Rights Act of 1964.

4. DEFINITIONS

Benefits: Money or services provided by a program to support an individual if the individual meets the eligibility criteria for the program.

Duly Authorized Representative (DAR): This representative is a person or entity that the consumer or applicant designates to assist him or her in completing and submitting an application to receive services and supports from MRDDA. The representative can be a legal guardian, family member, attorney, advocate, friend, organization or other person designated by the applicant or consumer to provide assistance with the application process. {If the consumer or applicant does not have such a representative and needs/desires one, MRDDA will be available to serve in this capacity.}

Entitlement Program: A list of Federal and Local benefits offered to individuals needing financial, health, and housing assistance.

Maintenance: The process of monitoring the consumer's health, employment and financial situation to make sure that the consumer continues to meet the eligibility criteria of the Entitlement Program.

5. POLICY

It is the policy of MRDDA to ensure that all individuals receiving services as part of the MRDDA service delivery system receive those benefits for which they are eligible.
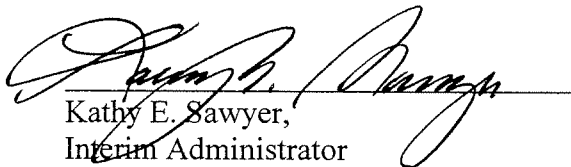
6. RESPONSIBILITY

The responsibility for this policy is vested in the Administrator of MRDDA. The implementation of this policy is the responsibility of the Deputy Administrator for Administration.

7. STANDARDS

In order to ensure compliance with this policy MRDDA has adopted the following standards:

A.   MRDDA will designate the Service Authorization Unit/Benefit Division as the single point of contact for the verification and accuracy of benefit identification numbers.

B.   The Benefit Division shall develop procedures for monitoring the maintenance of the consumer's health, employment and financial status.

C.   The Benefit Division staff shall disseminate information about the Federal and Local Entitlement Programs available and provide an explanation of the application process to the Individual/family/DAR.

D.   The Benefit Division staff shall review the provision for benefits with the Federal and District agencies involved in approving individuals for receipt of benefits.

E.   The Benefit Division staff shall submit quarterly reports on benefit activities to the Deputy Administrator for Administration or more often as requested.

Kathy E. Sawyer,
Interim Administrator

12/5/06
Date